



Payroll Calendar

Income Tax	-	IT
Provident Fund	-	PF
Professional Tax	-	PT
Employees' State Insurance	-	ESI

January Calendar

Month & Date	Periodicity	Action	Description
07 th Jan	Monthly	Wages	Salary Day
07 th Jan	Monthly	IT	TDS on Salaries Payment
15 th Jan	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Jan	Monthly	PT	PT Return Form 5A
15 th Jan	Quarterly	IT	E-TDS Returns
21 st Jan	Monthly	ESI	ESI Challan

February Calendar

Month & Date	Periodicity	Action	Description
07 th Feb	Monthly	Wages	Salary Day
07 th Feb	Monthly	IT	TDS on Salaries Payment
15 th Feb	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Feb	Monthly	PT	PT Return Form 5A
21 st Feb	Monthly	ESI	ESI Challan

March Calendar

Month & Date	Periodicity	Action	Description
07 th Mar	Monthly	Wages	Salary Day
07 th Mar	Monthly	IT	TDS on Salaries Payment
15 th Mar	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Mar	Monthly	PT	PT Return Form 5A
21 st Mar	Monthly	ESI	ESI Challan



April Calendar

Month & Date	Periodicity	Action	Description
07 th Apr	Monthly	Wages	Salary Day
07 th Apr	Monthly	IT	TDS on Salaries Payment
15 th Apr	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Apr	Monthly	PT	PT Return Form 5A
15 th Apr	Quarterly	IT	E-TDS Returns
21 st Apr	Monthly	ESI	ESI Challan
30 th Apr	Yearly	PF	PF Return (Form 3A, Form 5A)
30 th Apr	Yearly	PT	Form 5

May Calendar

Month & Date	Periodicity	Action	Description
07 th May	Monthly	Wages	Salary Day
07 th May	Monthly	IT	TDS on Salaries Payment
12 th May	Half-Yearly	ESI	ESI 2 nd Half-Yearly Return (Form 5, Form 6)
15 th May	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th May	Monthly	PT	PT Return Form 5A
21 st May	Monthly	ESI	ESI Challan

June Calendar

Month & Date	Periodicity	Action	Description
07 th June	Monthly	Wages	Salary Day
07 th June	Monthly	IT	TDS on Salaries Payment
15 th June	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th June	Monthly	PT	PT Return Form 5A
21 st June	Monthly	ESI	ESI Challan

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July Calendar

Month & Date	Periodicity	Action	Description
07 th July	Monthly	Wages	Salary Day
07 th July	Monthly	IT	TDS on Salaries Payment
15 th July	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th July	Monthly	PT	PT Return Form 5A
15 th July	Quarterly	IT	E-TDS Returns
21 st July	Monthly	ESI	ESI Challan

August Calendar

Month & Date	Periodicity	Action	Description
07 th Aug	Monthly	Wages	Salary Day
07 th Aug	Monthly	IT	TDS on Salaries Payment
15 th Aug	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Aug	Monthly	PT	PT Return Form 5A
21 st Aug	Monthly	ESI	ESI Challan

September Calendar

Month & Date	Periodicity	Action	Description
07 th Sep	Monthly	Wages	Salary Day
07 th Sep	Monthly	IT	TDS on Salaries Payment
15 th Sep	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Sep	Monthly	PT	PT Return Form 5A
21 st Sep	Monthly	ESI	ESI Challan



October Calendar

Month & Date	Periodicity	Action	Description
07 th Oct	Monthly	Wages	Salary Day
07 th Oct	Monthly	IT	TDS on Salaries Payment
15 th Oct	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Oct	Monthly	PT	PT Return Form 5A
15 th Oct	Quarterly	IT	E-TDS Returns
21 st Oct	Monthly	ESI	ESI Challan

November Calendar

Month & Date	Periodicity	Action	Description
07 th Nov	Monthly	Wages	Salary Day
07 th Nov	Monthly	IT	TDS on Salaries Payment
11 th Nov	Half-Yearly	ESI	ESI 1 st Half-Yearly Return (Form 5, Form 6)
15 th Nov	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Nov	Monthly	PT	PT Return Form 5A
21 st Nov	Monthly	ESI	ESI Challan
30 th Nov	Yearly	Bonus	Payment of Bonus

December Calendar

Month & Date	Periodicity	Action	Description
07 th Dec	Monthly	Wages	Salary Day
07 th Dec	Monthly	IT	TDS on Salaries Payment
15 th Dec	Monthly	PF	PF Challan, Form 5, Form 10, Form 12A
15 th Dec	Monthly	PT	PT Return Form 5A
21 st Dec	Monthly	ESI	ESI Challan

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